

U.S. DEPARTMENT OF STATE
Bureau of Educational and Cultural Affairs
U.S. Embassy to Ukraine
Notice of Funding Opportunity

Funding Opportunity Title:	U.S. Ambassadors Fund for Cultural Preservation – Ukraine Response (AFCP-UR)
Funding Opportunity Number:	AFCP-UR-2023
Deadline for Applications:	NOFO to remain open until funding fully committed
Federal Assistance Listing:	19.025 — U.S. Ambassadors Fund for Cultural Preservation
Total Amount Available:	\$3 million

A. PROGRAM DESCRIPTION

The Bureau of Educational and Cultural Affairs of the U.S. Department of State (the Bureau) and the U.S. Embassy to Ukraine announce an open competition for organizations to submit proposals for funding through the Bureau’s U.S. Ambassadors Fund for Cultural Preservation – Ukraine Response (AFCP-UR) to carry out urgent projects to preserve and protect cultural heritage in Ukraine impacted by Russia’s unjust and unprovoked war of aggression. Issuance of this funding opportunity does not constitute an award commitment on the part of the U.S. government. Full implementation of this program is subject to the availability of funds. Please follow all instructions below.

Eligible Countries: Ukraine

Program Objectives: The overall intent of this program is to safeguard prominent examples of Ukraine’s cultural heritage. It will support the following activities:

- Assessment and documentation of risk and damage to cultural heritage sites, objects, and collections.
- Protection of cultural heritage sites, objects, and collections from theft, damage, or further damage.
- Stabilization or temporary repair of damaged cultural heritage sites, objects, and collections.
- Recovery or conservation of cultural heritage objects and collections as conditions allow.
- Recovery, restoration, or reconstruction of damaged cultural heritage sites as conditions allow.

AFCP-UR will support projects in the following two categories: 1) Site-Specific Projects, and 2) Regional Assessment and Rapid Response Projects. Eligible applicants may submit multiple applications and may apply to one or both project categories.

- 1) *Site-Specific Projects*: For these projects, an applicant shall carry out protection and stabilization activities at a specific site or for a specific collection. It is expected that an

initial damage assessment has already been conducted and can form the basis of a project proposal.

- 2) *Regional Assessment and Rapid Repair Projects*: For these projects, an applicant shall identify a geographic area in Ukraine, conduct risk and damage assessments in that area, and prioritize and implement response and recovery activities.

B. FEDERAL AWARD INFORMATION

Length of Performance Period: 12-60 months

Number of Awards Anticipated: 10-30

Award Amounts: Awards may range from a minimum of \$50,000 to a maximum of \$500,000

Total Available Funding: \$3 million

Type of Funding: Diplomatic Programs-Public Diplomacy (DP-PD) Funds

Anticipated Project Start Date: Varies by project

Funding Instrument Types: Grant, Cooperative Agreement

Project Performance Period: Proposed projects must be completed in 60 months or less. The Department of State will consider applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the project, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

Eligible Applicants: The following entities are eligible to apply:

- Foreign Institution of Higher Education
- Foreign-based non-profit organizations/nongovernment organizations (NGO)
- Foreign Public Entity
- U.S. Non-Profit Organization (IRC section 501(c)(3))
- U.S. Institution of Higher Education

Cost Sharing or Matching: There is no minimum or maximum percentage of cost participation required for this competition. When an applicant offers cost sharing, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its application and later included in an approved agreement. The applicant will be responsible for

tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

Other Eligibility Requirements: To be eligible to receive an award, all entities must have a valid and active registration on www.SAM.gov. Please see Section D.2 for information on how to obtain this registration.

D. APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package: The mandatory application forms listed below are available on the U.S. Embassy website and on Grants.gov.

Content and Form of Application Submission: Please follow all instructions below carefully. For this program, applicants first submit concept notes to AFCP@state.gov and, *if the concept notes are approved*, then full applications. Applications that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application:

1) Applicants must ensure:

- a) The concept notes and applications clearly address the goals and objectives of this funding opportunity.
- b) The project budget is in U.S. dollars.
- c) The concept note, application, and the budget are written and submitted in English.

2) Concept Notes:

The concept note should include the following information:

- **Project Basics**, including working title, anticipated project length (Note: Applicants may propose project periods of up to 60 months), location/site, and project cost estimate (amount requested from AFCP-UR; in U.S. dollars).
- **Project Applicant Information**, including contact information, a brief history of the organization, any previous U.S. government grants received, and examples of previous successful projects.
- **Project Scope of Work**, summarizing the needs and objectives of the proposed project.
- **Digital Images**, specifically 5-10 medium to high quality digital images (JPEG or PNG; each 2MB max) or audiovisual files that convey the nature and condition of the site or collection. In the case of regional assessments, a minimum of one map showing the survey area.

3) Applications:

The full application should contain sufficient information so that anyone not familiar with the subject of the proposed project would understand exactly what the applicant intends to do. You may use your own proposal format, but it must include all the items below. Please keep application length to less than 25 pages total.

Note: Applicants may utilize subrecipients and contractors to perform a portion or portions of a project. If not identified in the application or included in the budget prior to submission, all subrecipients and contractors are subject to the prior approval of the Grants Officer (GO) and Program Office (PO).

For Site-Specific Projects

- **Statement of Importance** highlighting the historical, architectural, artistic, or cultural (non-religious) values of the cultural heritage.
- **Project Activities**, including a description and timeframe that present the project tasks in chronological order.
- **Maintenance Plan** outlining measures that will be taken to protect and care for the site, object, or collection until longer-term restoration and preservation work can be carried out.
- **Letters of Support** showing that the applicant has the support of relevant stakeholders, such as the Ministry of Culture and Information Policy of Ukraine. Support letters should also indicate **proof of official permission** showing applicant has permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site or collection.
- **Project Team**: Resumes, CVs, or biographical summaries of project lead and key project participants.
- **Detailed Project Budget** demarcated in one-year budget periods (2023, 2024, 2025, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs); indicates funds from other sources; and gives a justification for any anticipated international travel costs (See Section H below for additional information). Applicants may use the budget template provided in this Notice.
- **Budget Narrative** explaining how the costs were estimated (quantity x unit cost, annual salary x percentage of time spent on project, etc.) and any large budget line items.
- **The following required forms** (available on Grants.gov):
 - SF-424 (Application for Federal Assistance – organizations)
 - SF424A (Budget Information for Non-Construction programs)
 - SF424B (Assurances for Non-Construction programs)

Additionally, if applicable and available:

- PDF of your most recent **Negotiated Indirect Cost Rate Agreement (NICRA)** if your organization has a NICRA and includes NICRA charges in the budget.

- **Single Audit** or recent independent financial audit (if applicable). Please note: Audits are required of U.S. organizations that expend over \$750,000 in federal funds per fiscal year and of foreign organizations that expend over \$750,000 of Department of State funds, not federal funds, per fiscal year.
- **Supporting Documents** such as damage assessments, historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, and other planning documents compiled in preparation for the proposed project.

For Regional Assessment and Rapid Response Projects

Same items as above plus an expanded Project Activities section that addresses the following (as applicable):

- Damage Assessment – If and how the applicant will gather existing or new documentation of damage and threats to cultural heritage sites, objects, and collections in the proposed area. For example:
 - Collecting preliminary data on sites from remote and in-country sources, including ownership and ownership status.
 - Verifying previously collected data by means of on-site field observations (when feasible).
 - Identifying significant and ongoing threats and risks to the sites and potential reconstruction processes.
 - Compiling a database of field assessments of damage and threats to the sites
 - Identifying the urgent safeguarding measures required to minimize site damage or loss.
 - Identifying relevant national, regional, and local entities with jurisdiction over the sites.

In general, an assessment should include:

- Detailed condition photography.
 - Detailed documentation and assessment of the extent of damage or loss.
 - Evaluation of threats and risks to the site.
 - Identification of work required to return the site to functional condition.
 - Identification of obstacles to carrying out conservation work.
 - Recommendations for interventions or emergency response measures.
- Protection – If and how the applicant will carry out basic protection actions in conjunction with the field assessments or shortly after their completion. For example:
 - Securing sites to prevent theft or illegal occupation.

- Placing signage on sites or materials to designate their significance.
 - Placing sandbags, barricades, netting, etc. to protect sites from damage or further damage.
 - Placing signage or barricades at sites that present personal safety hazards.
- Reporting – How and when applicant will share assessment findings and suggested prioritization of sites for stabilization and repair with the Government of Ukraine, the U.S. Embassy to Ukraine, the Program Office, and others.
 - Subrecipients and Contractors – How the applicant will manage and monitor subrecipient and contractor activities. For example:
 - Process for selecting organizations or contractors to implement the work specified in scope.
 - Process for entering into contracts and other agreements that govern required standards of work, required materials and methods, timetable, payment schedule, and other required contracting provisions for each project.
 - Development of scopes of work for each selected site.
 - Plans for monitoring the performance of the Ukrainian contractors in carrying out the required work; ensuring the use of appropriate materials and adherence to cost and time schedules.
 - Consultation – How the applicant will ensure full and timely consultation with key stakeholders, including national and local Ukrainian authorities, U.S. Embassy Kyiv, the Cultural Heritage Center, and local communities. This may also include formal program reporting, for example:
 - Provide regular progress reports to the GO and PO, including financial accounting.
 - Consult with the GO and PO on any substantive changes to projects.
 - Advise the GO and PO of unforeseen obstacles that could impact project success.
 - Notify the GO and PO of potential public diplomacy opportunities or vulnerabilities that arise over the course of each project.

Required Registrations: Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants must obtain a SAM.gov registration, which is free of charge. To register in SAM.gov, go to: <https://www.sam.gov>. SAM registration must be renewed annually.

Submission Dates and Times: Applicants may submit concept notes to the following e-mail address at any time through 11:59 p.m. EET, February 29, 2024: AFCP@state.gov. The Bureau and the U.S. Embassy to Ukraine will review concept notes on a rolling basis, invite full applications, and recommend projects for funding at the end of each month. Funding is limited, so applicants are encouraged to apply early.

Funding Restrictions: AFCP-UR does not support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application.
- Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.) unless the natural heritage has a cultural heritage connection or dimension.
- Preservation of hominid or human remains.
- Preservation of news media (newspapers, newsreels, radio and TV programs, etc.).
- Preservation of published materials available elsewhere (books, periodicals, etc.).
- Development of curricula or educational materials for classroom use.
- Archaeological excavations or exploratory surveys for research purposes.
- Historical research, except in cases where the research is justifiable and integral to the success of the proposed project.
- Acquisition or creation of new exhibits, objects, or collections for new or existing museums.
- Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example).
- Commissions of new works of art or architecture for commemorative or economic development purposes.
- Removal of cultural objects or elements of cultural sites from the country for any reason.
- Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund).
- Costs of fund-raising campaigns.
- Contingency, unforeseen, or miscellaneous costs or fees.
- Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer.
- International travel, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities with cultural heritage experts.
- Individual projects costing less than US \$50,000 or more than \$500,000.

- Independent U.S. projects overseas that do not have a local partner in Ukraine or a pre-existing formal agreement with the relevant cultural authority to conduct cultural heritage preservation activities.

Other Submission Requirements All application materials must be submitted by e-mail to AFCP@state.gov.

E. APPLICATION REVIEW INFORMATION

Criteria: Each application will be evaluated on its technical eligibility, responsiveness to the UCHP program objectives, and the quality of the application contents (Proposal, Attachments, etc., as stated above).

Review and Selection Process Review panels at the Embassy and the Bureau's Cultural Heritage Center will evaluate all eligible applications and select projects for funding.

Federal Awardee Performance & Integrity Information System (FAPIS) For any federal award under a notice of funding opportunity, if the federal awarding agency anticipates that the total federal share will be greater than the simplified acquisition threshold on any federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

1. That the federal awarding agency, prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM.gov (currently FAPIS) (see 41 U.S.C. 2313).
2. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM.gov and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.gov.
3. That the federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in §200.205 federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices: The grant award will be written, signed, awarded, and administered by the Grants Officer. The award agreement is the authorizing document, and it will be provided to

the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Unless indicated otherwise in the Notice of Award, recipients shall request payment by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, recipients may request payments on a reimbursement or advance basis. Payments shall be made in a minimum of three (3) separate installments following approval by the Grants Officer, who may negotiate the exact number, amounts, and scheduling of the installments with the award recipient or set the number and amounts at his or her discretion.

Administrative and National Policy Requirements:

Terms and Conditions: Before submission, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/> Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

Reporting Requirements: Recipients will be required to submit financial reports and progress reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please send an e-mail to AFCP@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

I. BUREAU and U.S. EMBASSY CONTACT INFORMATION

Please address all questions via e-mail to AFCP@state.gov.

J. DISCLAIMER

Issuance of this funding opportunity does not constitute an award commitment on the part of the AFCP-UR program or the U.S. government. The Bureau of Educational and Cultural Affairs

reserves the right to waive program formalities and to reduce, revise, or increase application budgets and award amounts in accordance with the needs of the AFCP-UR program and the availability of FY 2023 funds.